



USAID | ETHIOPIA

FROM THE AMERICAN PEOPLE

SOLICITATION NUMBER: 72060324R10001

ISSUANCE DATE: 12/24/2023

CLOSING DATE/TIME: 01/07/2024

SUBJECT: Solicitation for a Cooperating Country National Personal Service Contractor (CCNPSC) to serve as **Chauffeur** in the Djibouti office.

Dear Prospective Candidates:

The United States Government, represented by the U.S. Agency for International Development (USAID), is seeking offers from qualified persons to provide personal services under contract as described in this solicitation.

Offers must be in accordance with **Attachment I** of this solicitation. Incomplete or unsigned offers will not be considered. Candidates should retain copies of all offer materials for their records.

USAID will evaluate all offerors based on the stated evaluation criteria. USAID encourages all individuals, including those from disadvantaged and under-represented groups, to respond to the solicitation.

This solicitation in no way obligates USAID to award a PSC contract, nor does it commit USAID to pay any cost incurred in the preparation and submission of the offers.

Any questions must be directed in writing to the Point of Contact specified in the attachment.

Sincerely,

James Cerwinski
Supervisory Executive Officer

U.S. Agency for International Development US Embassy Entoto Road P. O. Box 1014 Addis Ababa, Ethiopia	Tel. : 251-11-306002 Fax : 251-11-242438 Website: www.usaidethiopia.org	USA Address: 2030 Addis Ababa Place Washington, DC 20521-2030
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I. GENERAL INFORMATION

- 1. SOLICITATION NO.:** 72060324R10001
- 2. ISSUANCE DATE:** 12/24/2023
- 3. CLOSING DATE AND TIME FOR RECEIPT OF OFFERS:** 01/07/2024, no later than **5:00 p.m (EAT) (close of business)**.
- 4. POINT OF CONTACTS:** James Cerwinski, Supervisory EXO and Fekadu Tamirate, HR Specialist, e-mail at ***djiboutiusaidjobs@usaid.gov***.
- 5. POSITION TITLE:** Chauffeur
- 6. MARKET VALUE:** DJF 1,917,773– DJF 2,480,103 gross yearly i.e., equivalent to **FSN - 04**. In accordance with **AIDAR Appendix J** and the Local Compensation Plan of USAID/Djibouti. Final compensation will be negotiated within the listed market value. Salary will be paid in local currency at the exchange rate in effect when the payroll is processed.
- 7. PERIOD OF PERFORMANCE:** Five (5) years. The services provided under this contract are expected to be of a continuing nature through a series of sequential contracts, subject to continued need, satisfactory performance, and the availability of funds.

The expected period of performance will be from 04/02/2024 – 04/01/2029.
- 8. PLACE OF PERFORMANCE:** USAID/Djibouti
- 9. ELIGIBLE OFFERORS:** Cooperating Country Nationals (CCNs). “Cooperating country national” means an individual who is a cooperating country citizen, or a non-cooperating country citizen lawfully admitted for permanent residence in the cooperating country.
- 10. SECURITY LEVEL REQUIRED:** Facilities access.

II. STATEMENT OF DUTIES*1. General Statement of Purpose of the Contract*

USAID places particular importance on the Chauffeur function in general, and the Chauffeur to the USAID Country Representative function in particular. In addition to possessing excellent defensive driving skills, Chauffeurs must exercise good judgment in the daily performance of their duties and have a thorough knowledge of road systems, not only in capital cities but also in other destination points in the host country (and occasionally in neighboring countries as well).

The jobholder must know the boundaries of various “go” and “no-go” areas of the capital city and the countryside. The jobholder must exercise sound judgment in selecting appropriate routes from point A to point B, taking into consideration unrest

or other unusual circumstances, and traffic patterns at various times of day. The jobholder must practice patience, self-control and be able to defuse potentially dangerous situations to protect their passengers.

The Job Holder is assigned as the principal Chauffeur to the USAID Country Representative. As such, the Job Holder is responsible for driving Mission vehicles to transport the Country Representative to and from work, and to a wide variety of official and unofficial meetings, functions, and/or events. The Chauffeur also picks up and delivers invitations, papers, diplomatic notes, and other items/materials for and on behalf of the Country Representative. In many capital cities the Country Representative requires extra security, and the front line of this extra support is from the Chauffeur. When not engaged in work directly for the Country Representative, the jobholder participates in transporting USDH, USPSC, TCNPSC, and CCNPSC Mission employees and official visitors in the conduct of official business; transporting expendable and non-expendable supplies, equipment, and furnishings; and, as needed on special occasions (i.e., VIP visits, 4th of July parties at the Ambassador's residence, etc.) providing back-up assistance to the Embassy Motor Pool.

In the performance of these duties, the Chauffeur relies heavily on interpersonal skills, knowledge of procedures associated with the specific tasks assigned, and relationships developed in various Ministries, NGO/PVO organizations, private-sector firms, and/or government agencies.

Safe driving includes compliance with the Embassy Drive Safety and DriveCAM programs (DriveCAM) as referenced in Mission order MP Number 2019-08. Noncompliance with the DriveCAM program may result in USAID unilaterally determining to not use your service for a period of time as outlined in the DriveCAM program up to termination for default. Unsafe driving is misconduct as determined by the Contracting Officer. Drive CAM will be one metric by which safe driving is measured. USAID reserves the right to use other metrics to determine safe driving services, including but not limited to DriveCAM, as appropriate.

2. Statement of Duties to be Performed

Chauffeur duties:

The chauffeur operates a passenger, non-passenger motor vehicle and/or armored vehicle to transport the Country Representative and other authorized USAID personnel, official visitors, and official documents to other agencies and diplomatic missions within the host country. This could include providing service after hours and on the weekends and public holidays. In execution of these duties s/he:

- Assists the Country Representative or his/her designee in planning logistics for field trips, researching destination points, and collecting and sharing pertinent information, such as the description of the site, projected travel time, road conditions, etc. with appropriate Mission and security personnel.
- Suggests an appropriate vehicle, ensuring adequate planning and safety considerations have been factored into trip schedules, and coordinates with the RSO as required. The Chauffeur exercises sound judgment in selecting routes to

- ensure passenger safety.
- Operates the vehicle in accordance with local laws, USAID regulation and the Country Representative or designee's instructions and follows driving regulations and safety rules to avoid traffic accidents.
- Drives/operates, in addition to the above, other Mission vehicles, such as pickup trucks or lift vans, to transport Household Effects (HHE), Unaccompanied Baggage (UAB), and other official cargo.

The jobholder assumes primary responsibility for the assigned vehicle, ensuring the vehicle is clean and properly maintained in order to provide safe transportation services. S/he:

- Maintains the assigned vehicle in a clean and serviceable condition, undertaking car - washes and valets as needed or directed.
- Performs minor maintenance, such as checking air pressure in tires, verifying motor oil level, and making sure that the radiator is sufficiently filled with water each morning.
- Coordinates with the Motor Pool, Executive Office, and the Embassy to ensure that preventive maintenance is performed on a regular basis; and reports malfunctions immediately, along with other problems that may arise in the performance of assigned functions.

The Chauffeur is expected to maintain a high level of security awareness at all times, in order to ensure that USG property is protected and that the Country Representative and/or other passengers are not endangered. The jobholder:

- Checks the underside of the vehicle and under the hood/bonnet before starting the engine, when the vehicle has been left unattended.
- Ensures passenger safety and comfort while enforcing "no smoking", seat belt and all other Department of State and Mission regulations for safe vehicle operation.

Administrative duties:

The Chauffeur maintains daily trip logs of vehicle usage and assists in the preparation of vehicle reports and inventories. S/he ensures that all passengers complete and sign the logs before leaving the vehicle and completes the driver's daily and weekly preventive maintenance and checklist before operating the vehicle, annotating conditions and findings accurately.

The jobholder reports vehicular accidents immediately, in accordance with Mission procedures; completes all required paperwork to document accidents; and ensures that Police and the Insurance Company have all information required to complete their investigations/reports.

The Chauffeur files all documentation related to usage and maintenance of the vehicle, including travel verification logs, maintenance logs, inspection sheets, etc and ensures all paperwork is complete, well-organized and accurate. S/he is responsible for the timely submission of these documents (in English), and provides additional detailed written

information, when requested. The jobholder also provides basic administrative tasks such as answering the phone, arranging Motor Pool transportation, updating contact lists, submitting maintenance/service requests, making copies, and requesting non-expendable supplies.

The contractor is eligible for travel to the U.S., or to other locations abroad, for training, for temporary duty, or to participate in the "Foreign Service National" Fellowship Program, in accordance with USAID policy.

3. Supervisory Relationship

The Chauffeur to the Country representative works under the specific direction of the Country Representative. The jobholder works in accordance with instructions and schedules provided by the Country Representative, Deputy Country Representative/s, and/or the Country Representative's Administrative Assistant. The Executive Officer or his/her designee provides both technical and administrative direction to assure conformance with USAID Mos and other Mission Policy.

4. Supervisory Controls

None

12. PHYSICAL DEMANDS

The work requested does not involve undue physical demands.

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

- a. **Education:** Completion of Secondary Schooling.
- b. **Prior Experience:** A minimum three years of professional driving experience. At least one year of driving experience should have been with a government or an international organization.
- c. **Language:** Level III in English and in the appropriate host country language, both written and spoken so that requests can be understood as well as being able to communicate clearly to clients concerning vehicle arrangements. Language competence may be tested.

III. EVALUATION AND SELECTION FACTORS

The Government may award a contract without discussions with candidates in accordance with [FAR 52.215-1](#). The CO reserves the right at any point in the evaluation process to establish a competitive range of candidates with whom negotiations will be conducted pursuant to [FAR 15.306\(c\)](#). In accordance with [FAR 52.215-1](#), if the CO determines that the number of offers that would otherwise be in the competitive range exceeds the number at which an efficient competition can be conducted, the CO may limit the number of candidates in the competitive range to the greatest number that will permit an efficient competition among the most highly rated offers. The FAR provisions referenced above are available at <https://www.acquisition.gov/browse/index/far>.

Rating factors are used to determine the **competitive ranking** of qualified candidates in comparison to other candidates. Candidates must demonstrate the rating factors outlined below within their resume, as they are evaluated strictly by the information provided. The rating factors are as follows:

EVALUATION FACTORS

EDUCATION (5 points): Points will be given for (1) education above the minimum level and/or (2) specialized education pertinent to the position. and/or (3) specialized training pertinent to the position.

WORK EXPERIENCE (40 points): Points will be given for (1) experience above the minimum levels required, (2) specialized experience pertinent to the position, (3) experience in pertinent development assistance activities, (4) experience in development organizations that are large and/or international.

KNOWLEDGE (40 points): Demonstrated familiarity with local traffic laws and area traffic patterns, location of project sites, and location of major buildings, organizations, diplomatic missions, and government offices, as well as the shortest and safest routes to destinations. Demonstrated knowledge of word-processing and other computer programs (MS Word, Excel, email usage). Demonstrated knowledge of protocol as it applies to driving duties. Demonstrated ability to read road maps in order to find safe and expeditious alternate routes.

SKILLS AND ABILITIES (20 points): A minimum of standard local driver's license with required professional driving permit or host country equivalent. Must hold the appropriate driver's license relevant to the vehicle operated i.e., truck. Demonstrated ability to exercise sound judgment in selecting the most appropriate routes at any given time. Demonstrated ability to complete incident reports accurately. Demonstrated defensive driving skills, and interpersonal skills. Demonstrated ability to deal tactfully with passengers and with other drivers in order to defuse and resolve difficult and potentially volatile situations that may arise during travel. Demonstrated patience and persistence in interacting with working-level employees of governmental and non-governmental ministries/offices to obtain documents.

INTERVIEW PERFORMANCE (100 points)

BASIS OF RATING: Candidates who meet the Minimum Qualifications will be evaluated in accordance with the Evaluation and Selection Factors.

Candidates should address these factors in the offer package, describing specifically and accurately what experience, training, education and/or awards they have received as it pertains to the factors. Failure to address the Evaluation and Selection Factors may result in not receiving credit for all pertinent experience, education, training and/or awards.

The **highest-ranking applicants** may be selected for an interview and writing test. Interviews may be conducted either in person or by telephone/video call at USAID's discretion.

Final TEC recommendations for the candidates will be based on the initial evaluation of the applications, interview and performance. USAID/Djibouti will not pay for any expenses associated with interviews.

Satisfactory Professional Reference Checks – **Pass/Fail (no points assigned)**.

Reference checks will be conducted only for the first-ranked candidate. Please be advised that references may be obtained independently from other sources in addition to the ones provided by an offeror. If a candidate does not wish USAID to contact a current employer for a reference check, this should be stated in the candidate's cover letter, and USAID will not contact those references without contacting the candidate.

IV. SUBMITTING AN OFFER

Eligible Offerors are required to complete and submit:

1. The offer form DS-174 (Application for U.S. Federal employment) which can be found in the U.S. embassy website <https://www.usaid.gov/document/application-form-ds-174-ccn>
2. A resume in English
3. Letter of application (cover letter) that describes your experience with the evaluation criteria (Section III: Evaluation and Selection Factors), and
4. Contact information for a minimum of three and a maximum of five references, including at least two references with direct knowledge of the offeror's past performance.

Further Guidance:

To ensure consideration of offers for the intended position, offerors must prominently reference the Solicitation Number in the offer submission.

Application must be submitted ONLY via djiboutiusaidjobs@usaid.gov and the email subject must say – Solicitation 72060324R10001, Chauffeur. Be sure to include your name and the solicitation number at the top of each page.

Please do not submit more than one application; and

The application must be submitted before or on the closing date at local Djiboutian time 5 p.m. Late and incomplete applications will not be considered.

V. LIST OF REQUIRED FORMS PRIOR TO AWARD

The Contracting Candidates will provide instructions about how to complete and submit the following forms after an offeror is selected for the contract award:

1. Medical History and Examination Form (Department of State Forms)
2. Questionnaire for Non-Sensitive Positions (SF-85)
3. Fingerprint Card (FD-258)
4. Defense Biometric Identification System

VI. BENEFITS AND ALLOWANCES

As a matter of policy, and as appropriate, a PSC is normally authorized the following benefits and allowances:

1. **BENEFITS:**
Group life insurance, medical coverage, annual leave and sick leave.
2. **ALLOWANCES** (as applicable):
Meal allowance and miscellaneous benefit allowance.

VII. TAXES

Cooperating Country Nationals are expected to comply with all relevant Djibouti laws and regulations.

VIII. USAID REGULATIONS, POLICIES AND CONTRACT CLAUSES PERTAINING TO PSCs

USAID regulations and policies governing **CCN and TCN PSC** awards are available at these sources:

1. **USAID Acquisition Regulation (AIDAR), Appendix J**, “Direct USAID Contracts With a Cooperating Country National and with a Third Country National for Personal Services Abroad,” including **contract clause “General Provisions,”** available at https://www.usaid.gov/sites/default/files/documents/1868/aidar_0.pdf
2. **Contract Cover Page** form **AID 309-I** available at <https://www.usaid.gov/forms>. Pricing by line item is to be determined upon contract award as described below:

LINE ITEMS

ITEM NO (A)	SUPPLIES/SERVICES (DESCRIPTION) (B)	QUANTIT Y (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
0001	Base Period - Compensation, Fringe Benefits and Other Direct Costs (ODCs) - Award Type: Cost - Product Service Code: <i>[e.g. R497]</i>	I	LOT	\$ _TBD_	\$_TBD at Award after negotiation s with

	- Accounting Info: <i>[insert one or more citation(s) from Phoenix/GLAAS]</i>				Contractor —
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3. Acquisition & Assistance Policy Directives/Contract Information Bulletins (**AAPDs/CIBs**) for Personal Services Contracts with Individuals available at <http://www.usaid.gov/work-usaid/aapds-cibs>
4. **Ethical Conduct.** By the acceptance of a USAID personal services contract as an individual, the contractor will be acknowledging receipt of the “**Standards of Ethical Conduct for Employees of the Executive Branch**,” available from the U.S. Office of Government Ethics, in accordance with **General Provision 2** and **5 CFR 2635**. See <https://www.oge.gov/web/oge.nsf/OGE%20Regulations>.
5. **PSC Ombudsman**
The PSC Ombudsman serves as a resource for any Personal Services Contractor who has entered into a contract with the United States Agency for International Development and is available to provide clarity on their specific contract with the agency. Please visit our page for additional information: <https://www.usaid.gov/work-usaid/personal-service-contracts-ombudsman>.
The PSC Ombudsman may be contacted via: PSCOmbudsman@usaid.gov.

EQUAL EMPLOYMENT OPPORTUNITY: The U.S. Mission in Djibouti provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. USAID/Djibouti also strives to achieve equal employment opportunity in all personnel operations.

The EEO complaint procedure is available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.